

OPERATIONS ADMINISTRATOR

ROLE

You will be working closely with our MD as his personal assistant on different projects & be part of a team of administrators helping him run our growing operations in different countries. Over the first six months of the role we could double in size by growth, acquisition or starting other ventures. Part of this role will be creating and running a new HR and Payroll systems to handle our growth & your experience in payroll administration is highly desirable.

You will be working at one of our Chichester offices, four days a week, up to the maximum 25 hours a week allowed by the scheme.

EXPERIENCE

Minimum two years' work experience in either or both of the following two areas:

HR & Payroll administration
Personal or Project Administrator

Experience working in a dynamic work environment, especially a startup or entrepreneur organisation.

TRAINING/SKILLS

Microsoft Office especially Excel and Word
Payroll Software

CIPD

Associate member or CIPD certificate holder would be ideal. Guild of Human Resources Professionals acceptable too.

SPRINGBOARD MEDIA

We are a dynamic international design - publish - print - distribution company with offices in the UK, USA and South Africa.

During Covid we have grown through both acquisition and authors having time to be creative.

We are also expanding to launch two new media-based brands from our new UK base in Chichester, England.



talent@
springboard.media

KICK START POSITION

this role is only available under the 2020 Kick Start scheme for under 25 year old unemployed people.

if you are qualified and interested in the position, please talk with your appointed Work Coach first and ask to put you forward for an interview.

the successful candidate will have 8 days paid leave (plus time at Christmas) over the six months this position lasts for, as well as statutory sick leave & government funded pension contribution.

Start date: November 3, 2020